



Date _____

Letter Request Form

Use this form to request a letter from Schoolcraft College for your circumstances. You will be notified via email when your letter is ready to be picked up.

Required Information

LAST (FAMILY) NAME

FIRST NAME

STUDENT ID NO.

EMAIL

TELEPHONE

DATE OF BIRTH

VISA TYPE

Letter Type

- Family Visit or Graduation Invitation Letter (supports visitor visa applications for family members)
 - attach passport copies for each person for whom you are requesting a letter of support
 - list the reason for their visit
 - list the approximate dates they will be here in the U.S.
- Social Security Letter (confirms that you are eligible for a social security number)
 - attach a copy of your job offer letter
- Student Certification Letter/Driver's License Letter (confirms that you are an active student in good academic standing, also verifies your address)
- Other (Please provide a description and list the details you would like included in this letter)

I understand that by submitting this form I am responsible for the information I have provided. To the best of my knowledge, this information is accurate and honest.

STUDENT SIGNATURE

DATE